



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

February 2, 2009

TO: All Local Educational Agencies (LEAs):
School Districts
Charter Schools
Institutions of Higher Learning
Community Based Organizations

FROM: Arizona Department of Education (ADE), Grants Management
Sarah (Jeongwha) Lors, Director of the Grants Management Office

SUBJECT: **I. February 23rd, 2009: Grants Management System Down Notification**
II. Amendment Deadline - April 2, 2009

I. February 23rd, 2009: Grants Management System Down Notification

The Grants Management Enterprise website will be offline on February 23rd, 2009 for system updates. Any LEA creating an amendment after February 23rd, 2009 will use updated version of the amendment budget line item page and capital outlay page. The Grants Management Office is currently conducting "Focusing on Amendment" trainings which go over the system update. If you are interested in learning more about the training, please go to Grants Management Home page and click on [Memorandums/ Announcements](#).

By February 24, 2009, Grants Management anticipates to have an online training module and training manual available for experienced Grants Management users. The online training module will be posted on the Grants Management Enterprise website and users will be able to go through the updates at their convenience.

II. Amendment Deadline - April 2, 2009

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2009 must do so by April 2, 2009. Late amendments are subject to rejection and LEAs are therefore encouraged to submit immediately to avoid this.

Amendments must be submitted online at www.ade.az.gov/GME and any LEAs needing assistance with submissions can contact the Grants Management Office by phone or e-mail. Grant-specific questions should be directed to the program office responsible for administering the particular grant. All contact information can be located on the Grants Management [Contacts](#) webpage.

ADE Grants Management Office
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